

CONFIDENTIAL

Approved For Release 2001/03/07 : CIA-RDP80-04718A001600140010-0

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☐ Declassified
Class. Changed to: TS S C 1988
Next Review Date: _____
Auth: HR 70-3 15 DEC 1978
Date: _____ By: 015

5-7576

JUL 6 1954

MEMORANDUM FOR: Deputy Director (Administration)

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ATTENTION: [REDACTED]

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SUBJECT: Release of [REDACTED]

REFERENCES:

- a. Memorandum From Comptroller dated 3 May 1954
b. Memorandum From Logistics Office dated 7 June 1954

1. Reference "a" recommends a reduction in the Logistics Office T/O and ceiling based on a statement appearing in a Logistics Office memorandum agreeing to release [REDACTED] to accept an assignment with another element of the Agency. This statement indicates that arrangements have been made which eliminates the need for a replacement for [REDACTED].

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2. A review of the case brings out the following facts:

a. A large number of shipments of agency material and household effects of Agency employees are made under [REDACTED] and processed through the [REDACTED].

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b. The volume of such shipments is, and has been, sufficiently large to justify an arrangement with the [REDACTED] to assist him with the work of handling these shipments.

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c. This was accomplished by the detail of an employee to the [REDACTED] to assist with this work. [REDACTED] was the employee detailed for this assignment and he was charged to a slot on the Supply Division T/O.

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d. In view of the personnel ceiling imposed upon the Logistics Office, negotiations were opened several months ago with the [REDACTED] with a view to arranging for the performance of [REDACTED] work by other than an Agency employee.

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e. The work which should have been performed by the incumbent of the slot to which [REDACTED] was charged has been absorbed by other Logistics Office employees.

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3. By negotiating an arrangement with the [REDACTED] whereby the [REDACTED] at a set rate per case, the Logistics Office expected to secure [REDACTED] services for the performance of the duties contemplated when the slot to which he was charged was set up. In reference b, the Logistics Office advises us that it is no longer possible to continue to absorb this work. They further state that the ceiling is definitely needed and request that it not be reduced as a result of the release of this employee.

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4. The Logistics Office statement as to the need for the ceiling is supported by our staff study dated June 30, 1954, on the Organization and Staffing of that office, wherein we recommend a ceiling increase of nine. Further, in setting up the proposed T/O in this staff study, no provision was made for the assignment of an employee to the Dispatch Agent.

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5. Accordingly, it is recommended that no change be made in the Logistics Office personnel ceiling as a result of the release of [REDACTED]

[REDACTED]

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Chief, Management Staff

APPROVED:

Deputy Director (Administration)

DATE

- O&1 - AD/P
1 - Comptroller
1 - Logistics
1 - Mgmt. Staff
1 - DD/A chrono
1 - DD/A subject